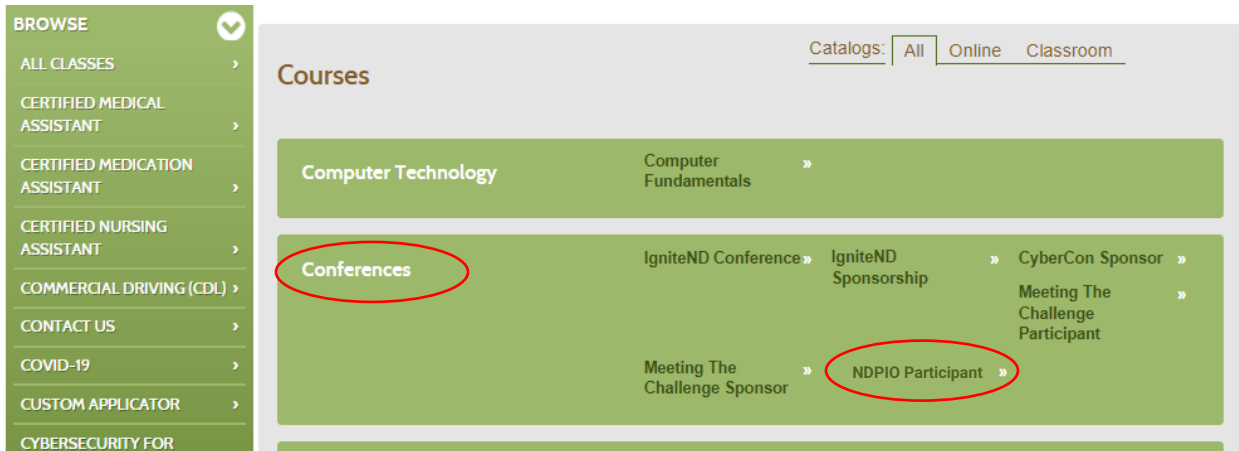


## How to Register

Please note that the BSC-Continuing Education (BSC-CE) registration software refers to all participants as “students” and all events as “classes”

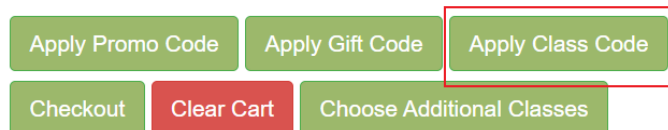
### How do I register?

1. Visit [bsc.augusoft.net](https://bsc.augusoft.net).
2. Browse courses, and look for the Conferences category and NDPIO Participant (location on your screen may change slightly).
3. Your next screen will show a list of available classes.



The screenshot shows the 'Courses' page with a sidebar menu on the left. The sidebar menu includes: BROWSE (checked), ALL CLASSES, CERTIFIED MEDICAL ASSISTANT, CERTIFIED MEDICATION ASSISTANT, CERTIFIED NURSING ASSISTANT, COMMERCIAL DRIVING (CDL), CONTACT US, COVID-19, CUSTOM APPLICATOR, and CYBERSECURITY FOR. The main content area is titled 'Courses' and has a 'Catalogs' filter set to 'All'. Below the filter, there are several course categories: 'Computer Technology' (with 'Computer Fundamentals' listed), 'Conferences' (circled in red), 'IgniteND Conference' (with 'IgniteND Sponsorship' listed), 'CyberCon Sponsor' (with 'Meeting The Challenge Participant' listed), and 'Meeting The Challenge Sponsor' (with 'NDPIO Participant' listed, also circled in red).

4. To register, click Add to Cart underneath **NDPIO Participant**.
5. You will be prompted to [sign in or set up a new student account](#). \*
6. Continue by *clicking View Cart* in the upper righthand corner; you will proceed to the shopping cart page.
7. You will be required to agree to the conference refund policy (at the bottom of the page) to submit payment and complete your registration.
8. Members can then enter their registration discount code by **selecting the apply class code** button at the bottom of their shopping cart. Entering that code will add your \$20 discount.<sup>Ⓢ</sup>



The screenshot shows the bottom of the shopping cart page with several buttons: 'Apply Promo Code', 'Apply Gift Code', 'Apply Class Code' (highlighted with a red box), 'Checkout', 'Clear Cart', and 'Choose Additional Classes'.

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9. After the code is applied, you can select checkout and move to the payment process.

View our video tutorial on [How to Register.](#)

☞ If you are a member, please visit <https://ndpio.org> and log in to find the discount code, or contact [pio@midco.net](mailto:pio@midco.net).

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\* If you have not registered and had an account in the (BSC-CE) system before, follow the steps below to set up your student account.

Visit our [Sign In page](#) and click *Create New Profile*. Next, choose the profile type you wish to create – either *student profile (single user)* or *household profile* – and click *Submit*.

A *student profile* should be used for individual users who would not likely be responsible for registering other family members at any time. Student profiles can be converted to a household profile. Contact us at 701-224-5600 for assistance with your request.

A *household profile* should be used for individuals that would be responsible for registering a spouse/child now or in the future. While registering you will always be prompted to choose the household member to register for each offering. Each household member may have separate contact information for email receipts and confirmations, or they may be sent to the head of household email address on file.

Next, enter a username (we prefer this be your email address or firstname.lastname, if necessary), password, contact information (to receive confirmations and class updates), and complete the remaining required fields as indicated by a red asterisk. Upon completion of the profile set up, two emails will be sent to the email address on record for your profile confirming your username and password.

View our video tutorial on [How to Create a Profile.](#)

**Questions? Please contact us!**

701-224-5600

[bsc.training@bismarckstate.edu](mailto:bsc.training@bismarckstate.edu)

Hours: M-F, 8 am – 4 pm